



**DELEGATIO
N
CLASSIFICATIO
N AUTHORITY
Y (DCA
)**





OBJECTIVE S

- **UNDERSTAND DCA
POLICY**
- **BECOME FAMILIAR
WITH**





CLASSIFICATION



Analysis & Evaluation of Jobs

**IAW Laws, Rules,
Regulations, and
Guides**

**to
Ensure
Equitable**





5 USC

5104

TITLE 5 - CHAPTER 51 - CLASSIFICATION

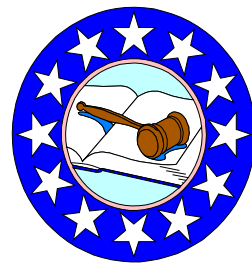
Sec. 5104. Basis for grading positions

“The General Schedule, the symbol for which is
“GS”,
is the basic pay schedule for positions to which this
chapter applies. The General Schedule is divided into
grades of difficulty and responsibility of work, as
follows:”





ARMY DCA POLICY



- **ENHANCE PERSONNEL
MANAGEMENT AUTHORITY**
- **ENCOURAGE USE OF
AUTOMATION TOOLS**
- **PERMIT CDR TO REDELEGATE:**
 - ✓ **SUBORDINATE SUPVS/MGRS**
 - OR**
 - ✓ **SOUTH CENTRAL CPOC**

**DCA
POLICY**





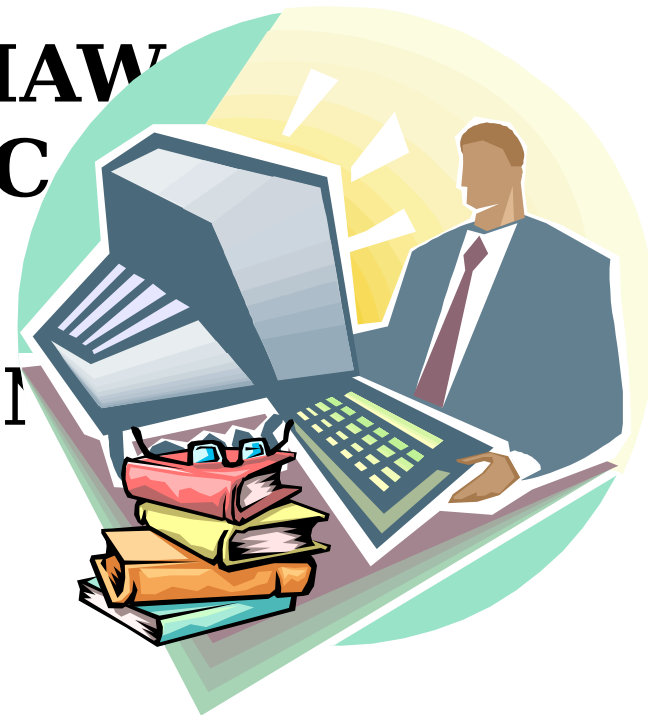
DELEGATION REQUIREMENT S

- **MANDATORY TRAINING**
- **WRITTEN DELEGATION**
- **THROUGH CHAIN-OF-COMMAND**
- **LIMITED TO POSITIONS UNDER SUPERVISOR'S CONTROL**
- **MAY BE WITHDRAWN IF IMPROPERLY EXERCISED**



MANAGER RESPONSIBILITIES

- **ATTEND TRAINING**
- **USE AUTOMATION TOOLS**
- **EXERCISE AUTHORITY IAW
LAW, REGS, GUIDES, ETC**
- **PRACTICE EFFECTIVE
POSITION MANAGEMENT**





CPAC RESPONSIBILITIES

- **POSITION MANAGEMENT**
- **REORGANIZATION PLANNING**
- **POSITION DESCRIPTION (PD) FORMAT**
- **CLASSIFICATION STANDARDS**
- **USE OF AUTOMATION TOOLS**
- **APPEAL PROCEDURES**





CPOC RESPONSIBILITIES

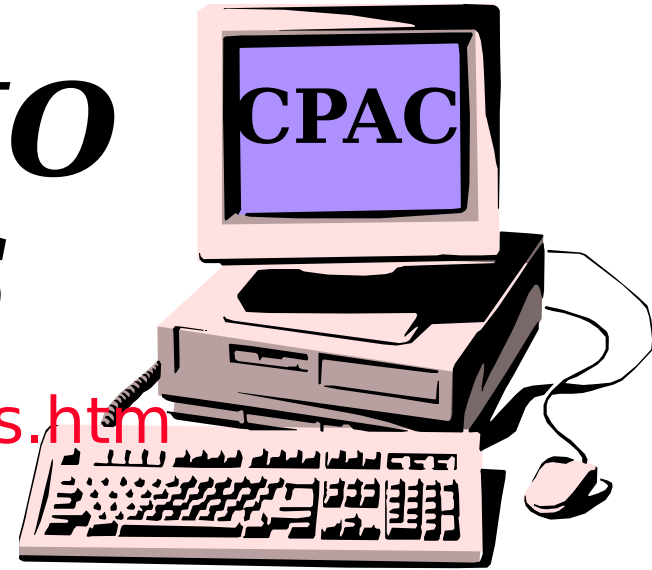


- **REVIEW JOB DESCRIPTIONS**
- **PROVIDE ADVISORIES**
- **BUILD AUTOMATED PD**



CLASSIFICATION N TOOLS

<http://www.eustis.army.mil/cpac/class.htm>



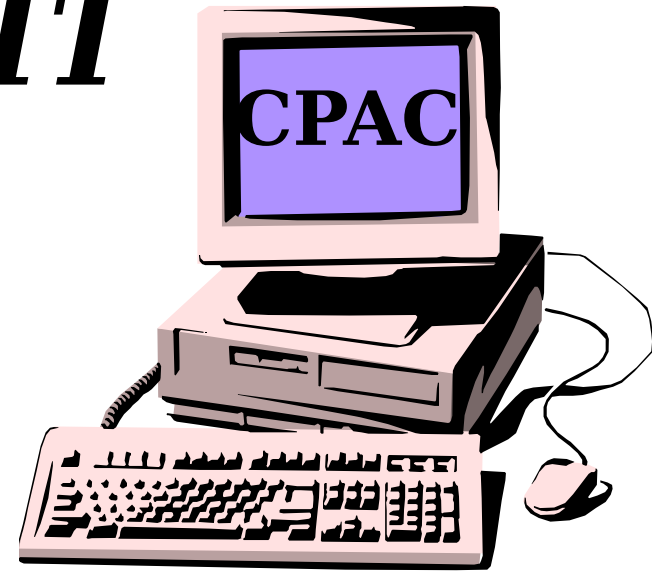
- **CPOL PD LIBRARY**
 - ✓ **DATABASE OF SAMPLE PDS**
 - ✓ **SEARCH CAPABILITY**
 - ✓ **MS WORD FORMAT**
 - ✓ **ATTACH ELECTRONICALLY
TO RPA (SF 52)**

**On April 30, 2003 the PD Library moved into the Fully
Automated System for Classification (FASCLASS)
application.**





CLASSIFICATION ON TOOLS



- **FASCLASS**
 - ✓ **SOURCE OF PD'S IN ARMY
("MS WORD" FORMAT)**
 - ✓ **RESTRICTED ACCESS**
 - ✓ **MULTIPLE SEARCH CAPABILITY**

**FASCLAS
S**





FASCLASS



FASCLAS S





CLASSIFICATION ON TOOLS

- **COREDOC**
- **AUTOMATED PD &
CLASSIFICATION TOOL**
- **ACCURATELY CLASSIFIED IF
NO OR MINOR CHANGES**
- **MAJOR CHANGES RECEIVE
CPOC REVIEW**



COREDOC - PC VERSION “COREDOC 3.1” DoD Field Advisory Services



FAS Division Homepage - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address <http://www.cpmo.osd.mil/fas/> Go Links

Field Advisory Services
Division (FAS)

Search!

Links
Hot Topics
FAS Survey
FAS Division
Special Services
CPMS Home

P R O D U C T S & S E R V I C E S

- ▶ [Benefits & Entitlements](#)
- ▶ [Classification & Pay](#)
- ▶ [Labor & Employee Relations](#)
- ▶ [Staffing & Development](#)
- ▶ [Civilian Personnel Manual \(CPM\)](#)
- ▶ [Customer Survey](#)
- ▶ [DoD Issuances](#)
- ▶ [DoD Physicians Comparability Allowance](#)
- ▶ [DoD Telework Policy](#)
- ▶ [FAS Track](#)
- ▶ [Reference Guides](#)
- ▶ [Veterans' Employment in the Federal Government](#)
- ▶ [Virtual Interactive Personnel \(VIP\)](#)
- ▶ [Washington, DC, Area Dismissal or Closure Procedures](#)

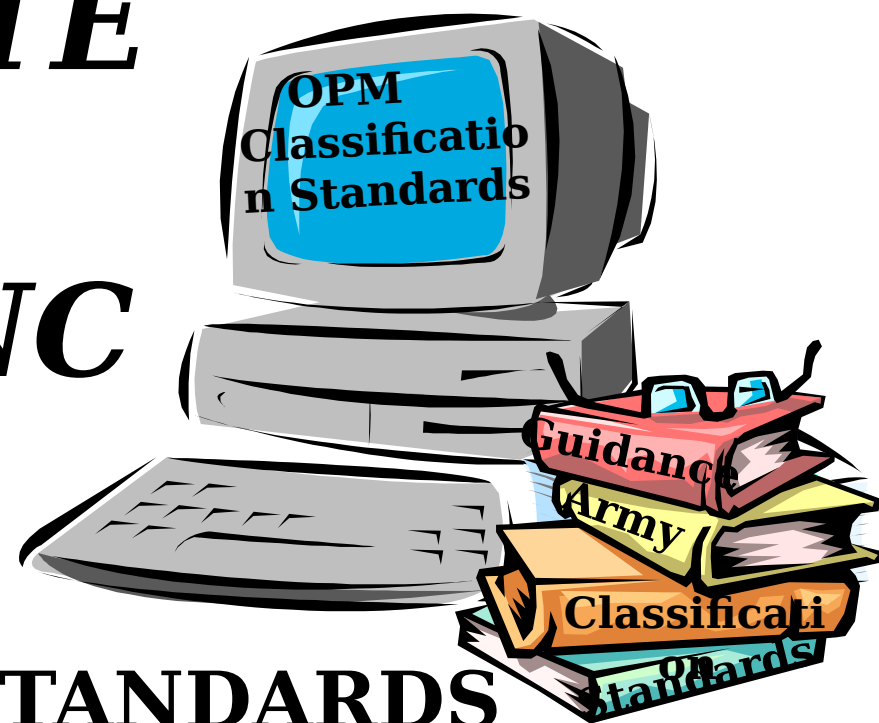
FAS ADDRESS AND PHONE NUMBERS



Department of Defense	Commercial Phone	(703) 696-6301
Civilian Personnel Management Service	Commercial FAX	(703) 696-3381
Field Advisory Services - FAS Division	DSN Phone	426-6301
1400 Key Boulevard, Suite B200	DSN FAX	426-3381
Arlington, VA 22209-5144	Email	FAS

Done Internet



AUTOMATIC D REFERENCES



- **CLASSIFICATION STANDARDS**
OPM CLASSIFICATION STANDARDS 
- ✓ **ON-LINE LIBRARY OF REGULATIONS & CLASSIFICATION STANDARDS/GUIDES**
- **PERMISS PERSONNEL MGT & INFO SPT SYS** 
- ✓ **ARMY POLICIES AND GUIDANCE**



OTHER AUTOMATION TOOLS



■ **Army Civilian Portal**

- ✓ **EMPLOYEE DATA, RPA/NPA TRACKERS, LINKS TO FASCLASS, SF 50 DATABASE, DCPDS, PERMISS AND CENRAL CSU 11i**

■ **Defense Civilian Personnel Data System (DCPDS)**

- ✓ **AUTOMATED RPA (SF 52) PROCESSING AND TRACKING SYSTEM**

■ **Central CSU 11i**

- ✓ **POSITION AND EMPLOYEE DATA**



The Army has a wealth of challenging jobs with:

- Progressive employment practices
- A family friendly atmosphere
- Exceptional benefits
- And a diverse workforce.

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.

Employment Opportunities are available all around the world.

Employment

References & Tools

Employee Portal

System Announcement:

[Dec 20 Portal Launch](#)
(Click for more information)

Employment Seekers:

Become an Army Civilian.
Visit our employment site to
explore exciting employment
opportunities.
- Join the Army Team -



Public Users:

We offer various reference
information and tools to assist
with questions concerning Civilian
Human Resources.



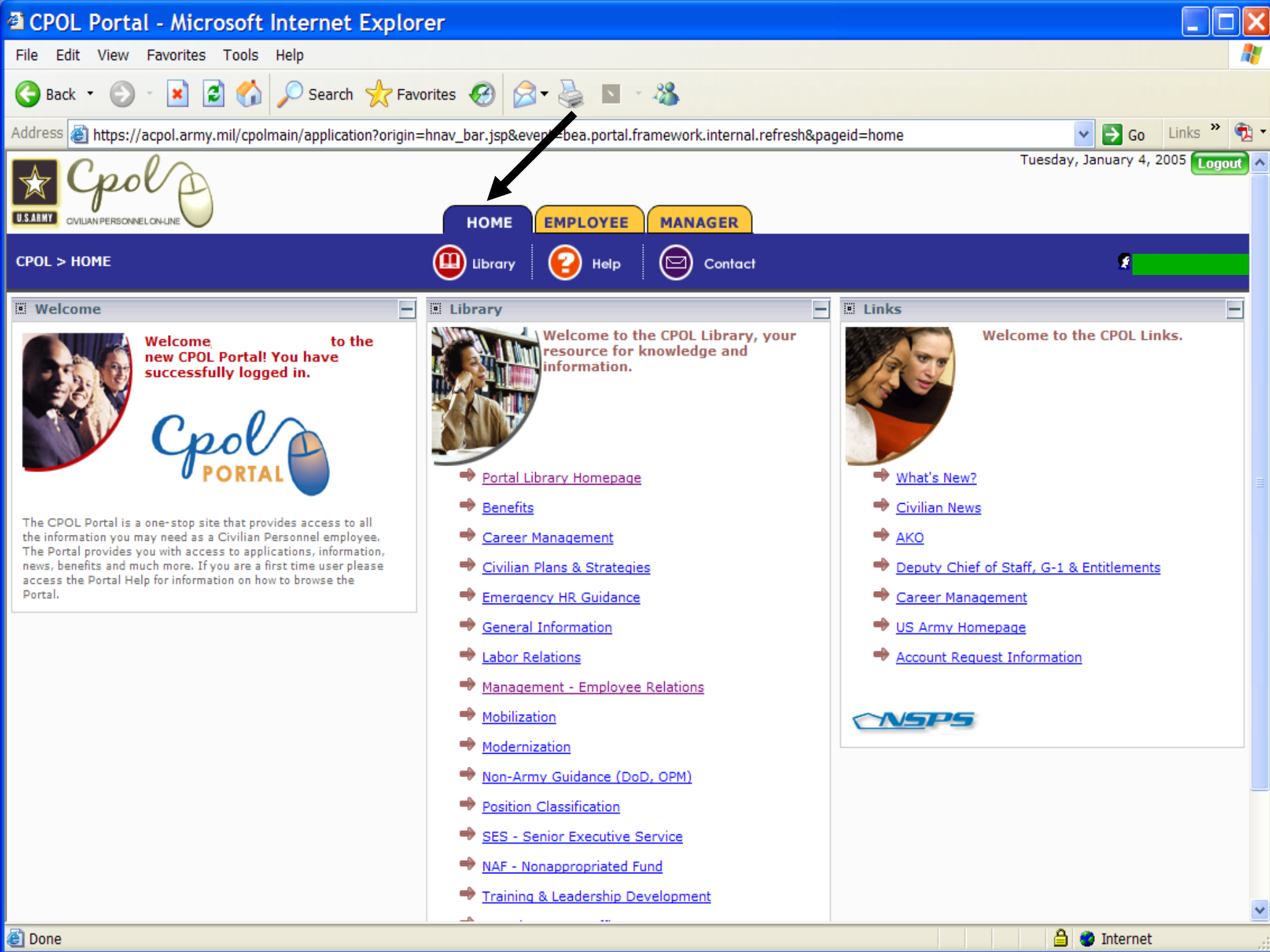
Army Supervisors & Employees:

The CPOL Portal is a one stop site
that provides access to all the
information you may need as an
Army/Civilian Supervisor or
employee.

PORTAL 
Employees w/ AKO Account:

[Login](#)

[Click here if you need an AKO
account.](#)



HOME

EMPLOYEE

MANAGER

CPOL > HOME



Library



Help



Contact

Welcome

Welcome
new CPOL Portal! You have
successfully logged in.



The CPOL Portal is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Library



Welcome to the CPOL Library, your
resource for knowledge and
information.

- [Portal Library Homepage](#)
- [Benefits](#)
- [Career Management](#)
- [Civilian Plans & Strategies](#)
- [Emergency HR Guidance](#)
- [General Information](#)
- [Labor Relations](#)
- [Management - Employee Relations](#)
- [Mobilization](#)
- [Modernization](#)
- [Non-Army Guidance \(DoD, OPM\)](#)
- [Position Classification](#)
- [SES - Senior Executive Service](#)
- [NAF - Nonappropriated Fund](#)
- [Training & Leadership Development](#)

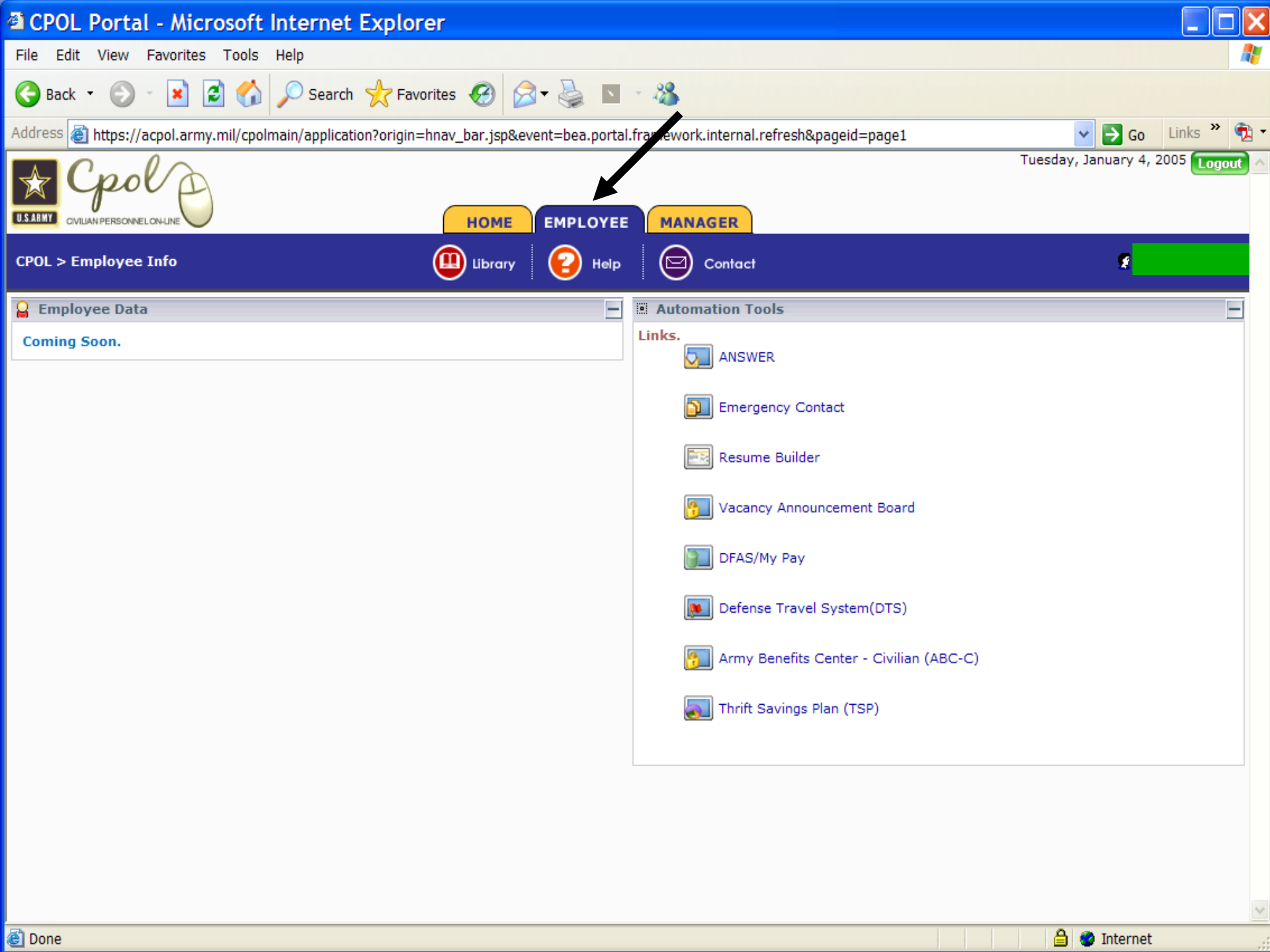
Links

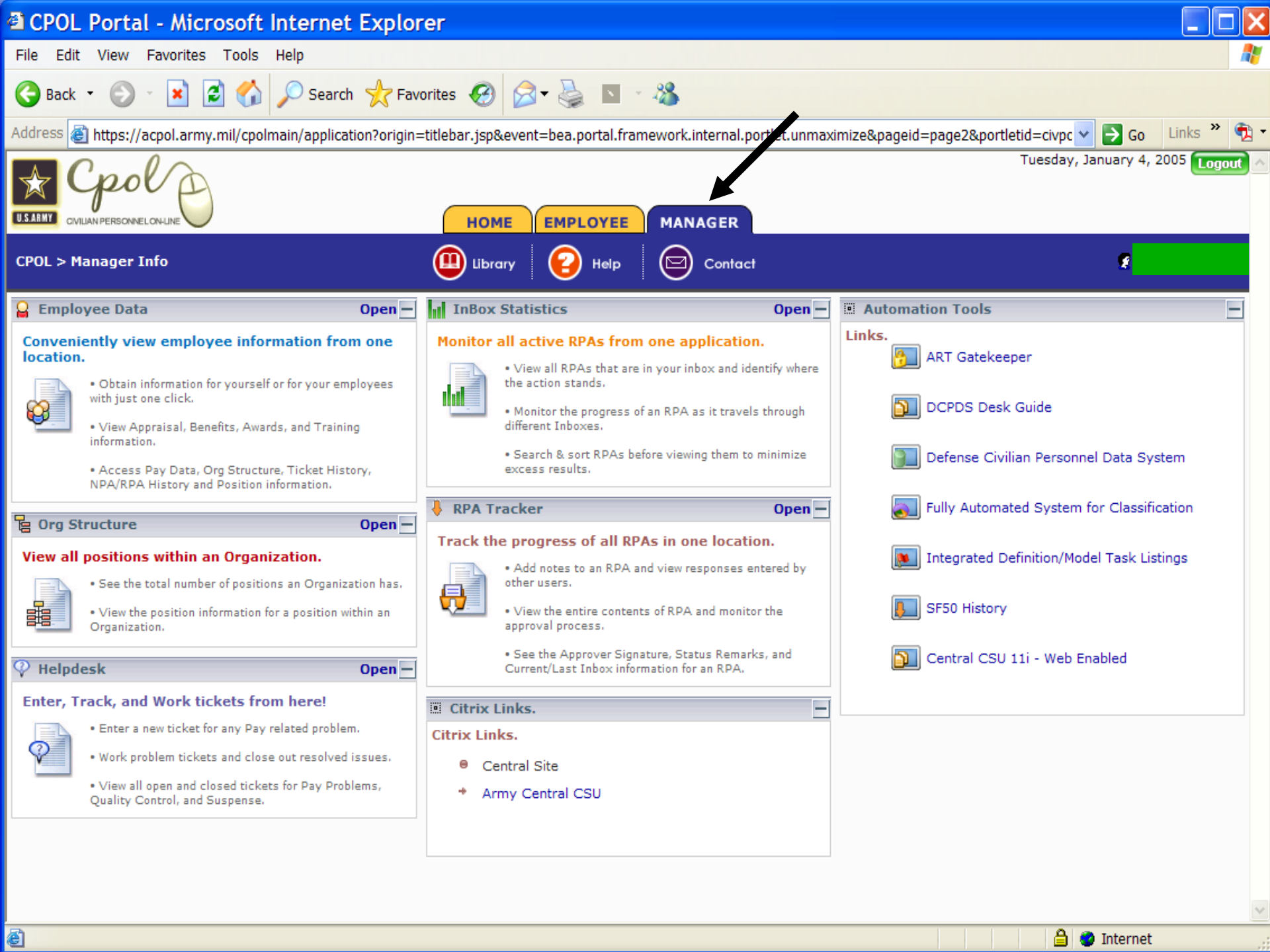


Welcome to the CPOL Links.

- [What's New?](#)
- [Civilian News](#)
- [AKO](#)
- [Deputy Chief of Staff, G-1 & Entitlements](#)
- [Career Management](#)
- [US Army Homepage](#)
- [Account Request Information](#)







HOME

EMPLOYEE

MANAGER

CPOL > Manager Info



Library



Help



Contact

Employee Data Open

Conveniently view employee information from one location.



- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

Org Structure Open

View all positions within an Organization.



- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

Helpdesk Open

Enter, Track, and Work tickets from here!



- Enter a new ticket for any Pay related problem.
- Work problem tickets and close out resolved issues.
- View all open and closed tickets for Pay Problems, Quality Control, and Suspense.

InBox Statistics Open

Monitor all active RPAs from one application.



- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

RPA Tracker Open

Track the progress of all RPAs in one location.



- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

Citrix Links

Citrix Links.

- Central Site
- Army Central CSU

Automation Tools

Links.



ART Gatekeeper



DCPDS Desk Guide



Defense Civilian Personnel Data System



Fully Automated System for Classification



Integrated Definition/Model Task Listings



SF50 History



Central CSU 11i - Web Enabled



HELP

Welcome to CPOL Portal Help!

CPOL Portal Help is your main reference point to access information on how to use the CPOL Portal. Here you can find information on how to optimize your searches, access the different Portlets, and Frequently Asked Questions on the CPOL Portal.

Using Your Portal

- [Quick Guide](#)
- [Printing Tips](#)
- [Search Tips](#)
- [Tutorials](#)

Support Center

- [General FAQs](#)
- [Resumix FAQs](#)
- [Browser Tips](#)
- [Optimal View](#)
- [Citrix Problems](#)

Top 5 FAQs

- [Why is my name different on the CPOL Home Page?](#)
- [How do I Open/Close a portlet?](#)
- [Can I change my AKO User ID and Password from the CPOL Portal?](#)
- [I can't find a link?](#)
- [How do I return to the CPOL Home page?](#)

Accessibility Information Center

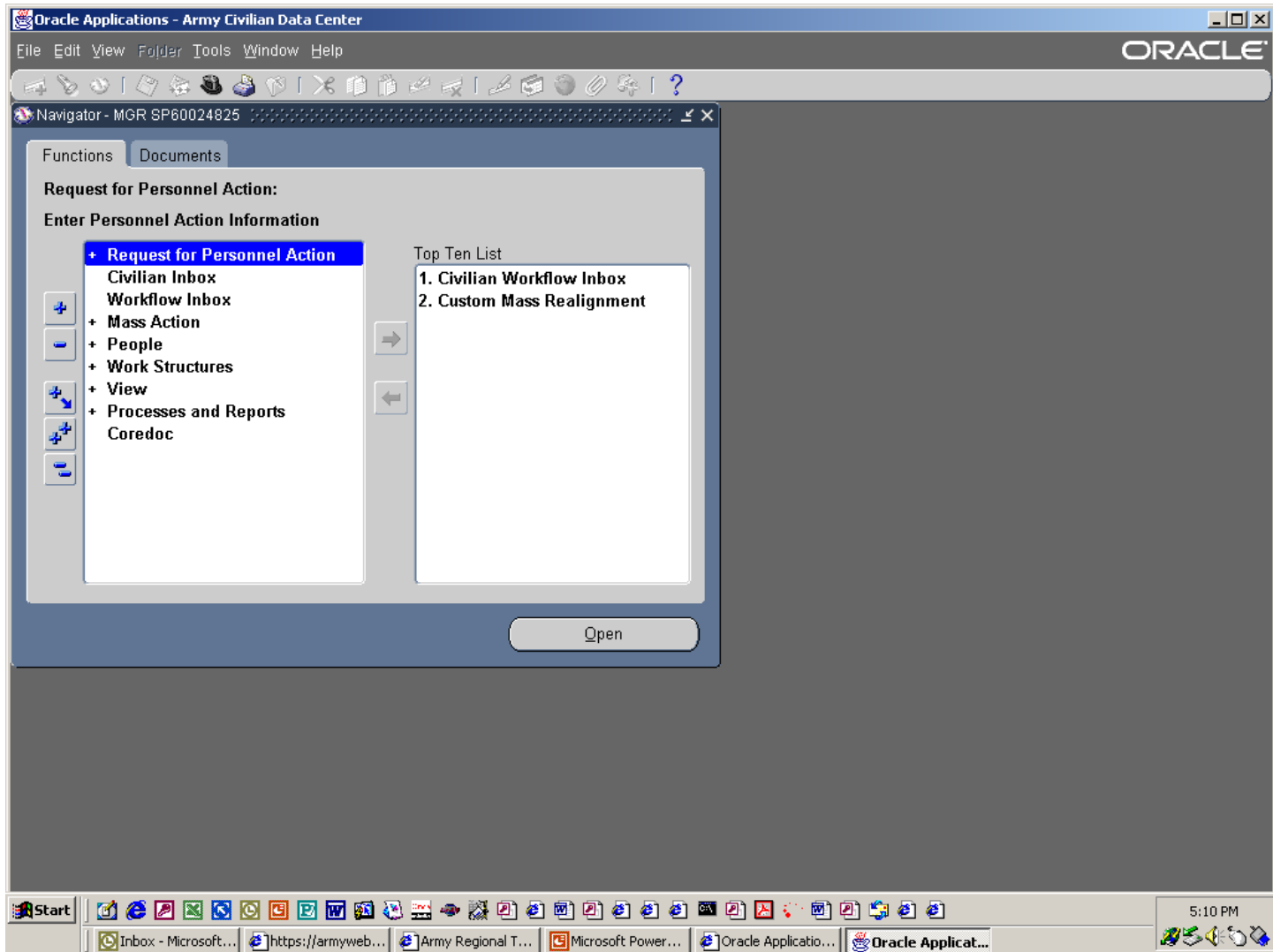
- [Quick Overview of Section 508 / Accessibility Issues](#)
- [How your CPOL Portal complies with 508 guidelines](#)
- [Helpful Tools](#)
- [Accessibility Resources and Links](#)

Download Center

- [Document Viewers](#)
- [Adobe Acrobat](#)
- [Windows Media Player](#)

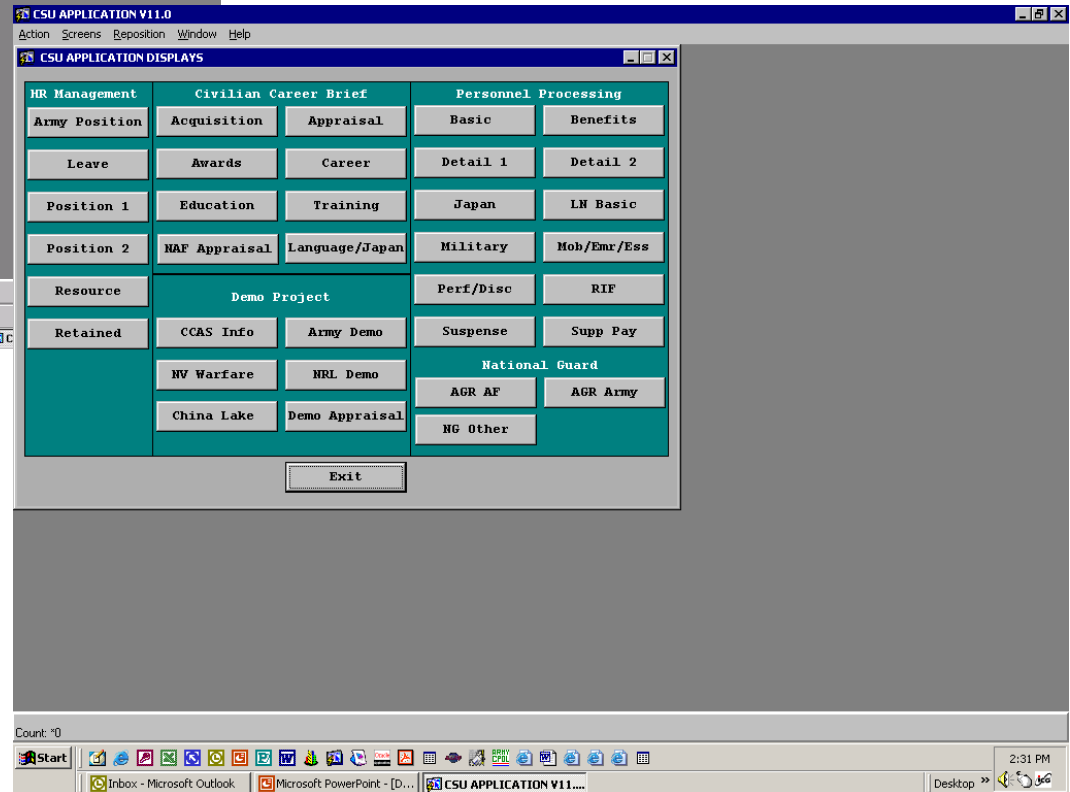
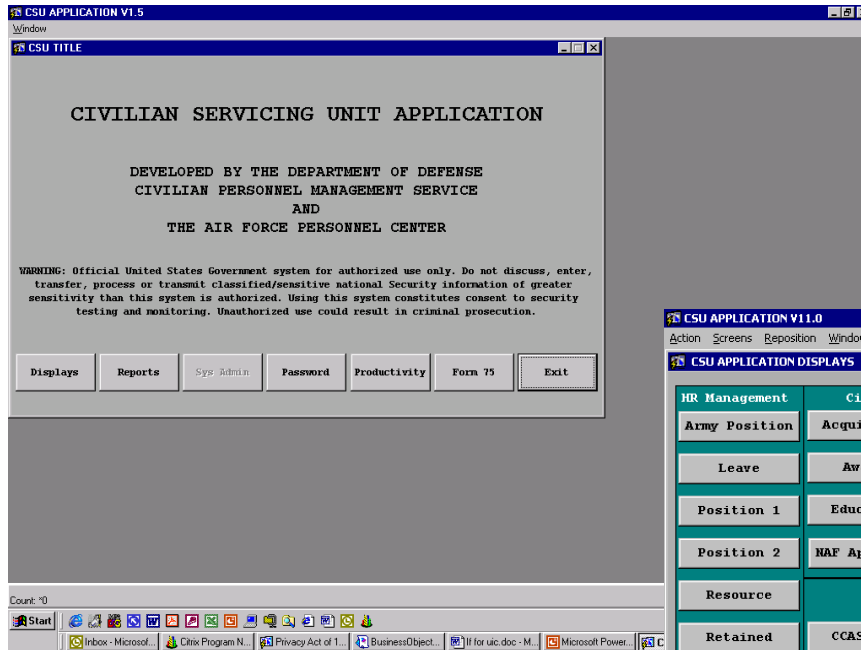


DCPDS





Customer Service Unit





DCA SUMMARY

- **PROVIDE MAXIMUM
CONTROL TO
MANAGERS**
- **ENCOURAGE USE OF
AUTOMATION
TOOLS**
- **EXPEDITE PROCESSES**

